

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD May 11, 2017

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Tuesday, May 11, 2017 at 7:00 p.m., at Littleton Fire Station #19, 8490 TrailMark Parkway, Littleton, CO. This meeting was open to the public.

ATTENDANCE The regular meeting of the Board of Directors of the TrailMark Homeowners Association was called and held, as shown, in accordance with Colorado law. The following directors were present:

Sally Janssen – President
Michael Penny – Vice President
Julie Devin – Secretary
Sandra Farish - Treasurer

Absent was Director Patrick McClammer

Also present were:

Angie Kelly; Community Resource Services

CALL TO ORDER Director Janssen called the meeting to order at 7:01 p.m.

ADOPT AGENDA Agenda: Ms. Kelly presented the Board with the proposed agenda. Upon a motion by Director Farish and a second by Director Penny, the Board voted unanimously to approve the agenda as presented.

ADMINISTRATIVE ITEMS Minutes: The minutes of the March 9, 2017 Regular Board meeting were presented to the Board. Upon a motion by Director Penny and a second by Director Farish, the Board voted unanimously to approve said minutes as presented.

MANAGEMENT ITEMS Management Report: Ms. Kelly reviewed the management report provided in the Board packet. Items of note were the transition process and progress, the direction for the Mountain High Landscape to begin developing an irrigation plan for the HOA and the change of the September meeting date. Director Penny moved to change the regularly scheduled Board meeting from September 14th to September 21st to accommodate schedules. Upon a second by Director Devin, a vote was taken and the motion carried unanimously.

Covenant Report: The Board reviewed the report provided by Community Preservation Specialists. No action was needed.

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Word Order Report: The Board reviewed the work order report included with the meeting packet. No action was needed.

Design Review Report: The Board reviewed the DRC report included in the packet. No action was needed.

COMMITTEE REPORTS

Design Review Committee: Director Janssen provided a report to the Board and attending homeowners. Director Janssen noted that the most recent copy of the Design Review Guidelines was drafted in 2012 and require some updating. An updated version will be provided to the Board for review and possible adoption.

Common Area Committee/Landscape Committee: Committee Chair Rick Handley provided an update to the Board and the attending homeowners. It was noted that 4 projects were on the list for the committee: updating the medians, improving the north side of the community entrance, repairing the lights and electricity and planting trees with the \$2,000 grant received from the HOA and South Suburban Parks and Recreation ("SSPR"). The lights and electricity repairs have been completed. The other items are outstanding.

Communication/Website/Newsletter Committee: Committee Chair Linda Jagiello provided an update to the Board and the attending homeowners. Ms. Jagiello noted that the GoDaddy emails were hacked for the HOA and investigation was taking place regarding switching to GMAIL. Keeping trailmark.org as the email is important.

Finance Committee: No update to provide.

Social Committee: Director Devin provided an update for the Board and attending homeowners. Director Devin noted that event details were being finalized and all updated information can be found on the TrailMark website. Also of note was a new event being discussed: this event is a possible 5K.

SSPR Committee: Director Devin provided an update regarding the spring meeting with SSPR. Director Devin noted that SSPR agreed to pain lines in the TrailMark Park parking lot. SSPR will also move the bench under the Cottonwood tree at the east of lake for safety reasons. Also agreed upon was the addition of two (2) additional trash cans at hogback hill and near the Fire Station. The request for boot scrappers was not approved. SSPR did approve the permit for all requested social events. The concept of an outdoor library and new recreation equipment was discussed. A full plan would need to be taken to SSPR for consideration. These ideas were likely to be approved but would require TrailMark oversight and maintenance. A bench was also requested at the sledding hill but will likely not be approved as there is not trail leading to the area.

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NEW BUSINESS

Community Signage: Discussion took place regarding signage that should be allowed around the community. The Board will review the covenants and develop a policy regarding signage allowed in the community.

Newsletter/Facebook: Discussion took place regarding appropriate content and/or advertising for the community Facebook page and the community newsletter. Ms. Kelly noted that management advises no advertisement in communication from the Board to the residents. This can be misunderstood as the HOA supporting an event or business. Multiple Board members spoke out in support of advertising being allowed in HOA communication tools. Ms. Kelly will develop two policies to present to the Board for further discussion.

Committee Procedures: Formal procedures are being discussed for committee communication with the Board and operating practices. Again, Ms. Kelly will present the Board with a draft policy to discuss.

OLD BUSINESS

Management Transition: Ms. Kelly reviewed the transition process and any outstanding items needing completion.

SSPR Grant: The SSPR grant was approved and \$1,000 was given to the HOA for tree planting. The HOA needed to match the funds of \$1,000 and has done so.

Fence Staining: Director Janssen noted that the fence staining was complete. The contractor had been asked to return to the property for clean-up. Please let the Board know if there are any concerns.

Entrance Lighting: This was addressed during the Common Area Committee report.

Potential Programs/Amenities: Recently projects have been proposed that require HOA oversight or funds. Not all of the projects have been discussed with the Board prior to submission to SSPR. This is a problem as the HOA needs to be aware of commitments being made on their behalf; financially or otherwise. Therefore, a policy will be introduced for Board consideration as to the process in which residents can request approval to pursue projects affecting the HOA.

Wadsworth/TrailMark Parkway Intersection: There is misunderstanding regarding the right turn at TrailMark Parkway from Wadsworth. All traffic laws apply: if the light is red, cars must stop before turning right onto TrailMark Parkway from southbound Wadsworth.

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FINANCIAL ITEMS

Delinquency Report: The Board reviewed the provided delinquency report.

Financial Reports: Ms. Kelly reviewed the financial statements dated March 31, 2017. After review, upon a motion by Director Farish and a second by Director Penny, the Board accepted the financial statements as presented.

HOMEOWNER FORUM

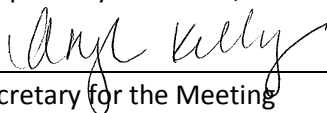
A resident asked who should receive the banners for the community garage sale? Director Devin said she would find out and be in touch with the answer.

A resident asked what time the food trucks were to be vacated from the property, since the event was over at 8pm? The resident was concerned about the noise continuing after 8pm. Director Devin said she would review the contract and email the resident.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Penny, seconded by Director Farish, and passed unanimously, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,



Secretary for the Meeting